

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
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* 3. Date Received: <input type="text" value="10/06/2011"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
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State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="58-0593403"/>	* c. Organizational DUNS: <input type="text" value="183607852"/>
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d. Address:

* Street1:	<input type="text" value="501 Whitaker Street"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Savannah"/>
County:	<input type="text" value="Chatham"/>
* State:	<input type="text" value="GA: Georgia"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="31401"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text" value="Library and Archives"/>
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Nora"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Lewis"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="912.651.2125"/>	Fax Number: <input type="text" value="912.651.2831"/>
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* Email:

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9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

National Archives and Records Administration

11. Catalog of Federal Domestic Assistance Number:

89.003

CFDA Title:

National Historical Publications and Records Grants

*** 12. Funding Opportunity Number:**

ACCESS-201110

* Title:

Documenting Democracy: Access to Historical Records Projects

13. Competition Identification Number:

ACCESS-201110

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Georgia - Statewide

*** 15. Descriptive Title of Applicant's Project:**

Essentials for Online Access and Education: EAD as Foundation

Attach supporting documents as specified in agency instructions.

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16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="68,488.00"/>
* b. Applicant	<input type="text" value="68,500.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="136,988.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

Project Overview

The Georgia Historical Society (GHS) seeks National Historical Records and Publications Commission (NHPRC) grant support for a project entitled, *Essentials for Online Access and Education: EAD as Foundation*. The project will focus on the creation of nearly 1,600 encoded archival description (EAD) finding aids and the development of a searchable, online database of EAD finding aids for GHS archival collections. Creation of a publically available, searchable database of EAD finding aids will enhance GHS archivists' administrative control over collection descriptions and staff knowledge of collections, enable researchers to facilitate more comprehensive searches of materials both on and off-site, and poise the organization for the next step in sharing collections through digitization of archival materials of high research value. Further, grant support will enable GHS to begin creating links between collection finding aids and existing online educational resources and tools, including relevant topics and articles presented in the *New Georgia Encyclopedia* and related curriculum resources created by GHS for *Today in Georgia History* – a collaborative, daily history initiative presented in partnership with Georgia Public Broadcasting (GPB).

About the Georgia Historical Society

The Georgia Historical Society is an educational and research institution chartered in 1839 to preserve and tell the story of Georgia and its role in American history. A private, non-profit membership-based organization, GHS has grown to become the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. For nearly 175 years, GHS has fulfilled its founding mission to collect, preserve, and share Georgia and American history through the consistent delivery of dynamic educational outreach programs,

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publications, and research services. GHS teaches Georgia history and fosters historical scholarship by:

- Operating a Library and Archives;
- Educating tens of thousands of school children and adults each year through the annual *Georgia History Festival*, statewide lectures by nationally recognized historians, and innovative new education programming such as *Today in Georgia History*;
- Training teachers through targeted workshops and professional development programs;
- Equipping local history organizations with tools and resources to preserve and share their community's history through the statewide Affiliate Chapter Program;
- Managing the Historical Marker Program for the State of Georgia; and
- Publishing the award-winning *Georgia Historical Quarterly*, the journal of record for Georgia history since 1917, and *Georgia History Today*, a popular history newsmagazine.

The Society is governed by a 26-member Board of Curators, representative of business and community leaders from across Georgia, and presently operates with a small but efficient staff of 18 employees, adding temporary project staff, contractors, and interns as necessary to accomplish project specific objectives.

GHS maintains its historic headquarters in Savannah, with an office in Atlanta, and since 1876 has continuously operated a research Library and Archives that has grown to become a major research center that houses the oldest and most distinguished collection of materials related exclusively to Georgia and its role in American history in the nation. Each year, GHS draws thousands of researchers seeking evidence that offers insights to, and greater understanding of, our shared past. GHS library and archives patrons include scholars, authors, students, genealogists, historic preservationists, and general history enthusiasts. In 2010, GHS

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served nearly 8,000 researchers hailing from every county in Georgia, 44 states, and 8 foreign countries. In addition, over 20,000 unique users searched the Library and Archives holdings online. These researchers turn to GHS to discover more, delve deeper, and critically explore first-hand evidence that informs their understanding of the vast and varied American story.

The GHS holdings include over 4 million manuscripts, 100,000 photographs, 30,000 architectural drawings, 15,000 rare and non-rare books, and thousands of maps, portraits, and artifacts spanning the colonial era to the 21st- century. GHS's vast archival collection helps to inform the development of new scholarship on topics in American history by providing access to primary sources that chronicle the national experience as lived, interpreted, and documented by ordinary citizens and community, state, and national leaders, thereby providing researchers with a fuller context for understanding the social, cultural, economic, and political milieus that influenced the development of a democratic state and nation for nearly three centuries. Among the many treasures in the Society's archives is a rare and annotated draft of the U.S. Constitution once belonging to Abraham Baldwin; significant Native American records, including papers and artifacts related to the Creek and Cherokee tribes in Georgia; a rich collection of African-American materials covering both urban and rural life and highlighting the Gullah-Geechee culture of the Georgia/South Carolina low country; and correspondence of national figures such as U.S. presidents Thomas Jefferson and Andrew Jackson, James Madison, Confederate General Robert E. Lee, and Girl Scouts founder Juliet Gordon Low. Finding aids detailing these resources and more will be made searchable online as a part of *Essentials for Online Access and Education: EAD as Foundation*. Please see Appendix A for a detailed listing of finding aids to be encoded.

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As the cornerstone for the Society's work, the Library and Archives holdings are regularly highlighted in GHS publications and materials serve as a primary resource for the development of GHS's education and outreach programs. This includes the development of resources and tools for educators to help facilitate their instruction of Georgia and American history to students ranging from elementary school through college. The proposed project effort will enable GHS program staff to more easily identify and create direct links to primary sources within existing online educator resources. This linking of EAD records to program resources will begin with *Today in Georgia History*, a new, multi-media daily history initiative presented in partnership with GPB, as well as with the creation of links to relevant articles and topics presented in the *New Georgia Encyclopedia*.

Roughly 90 percent of GHS's holdings are presently available to researchers. A relatively small backlog of unprocessed materials exists and GHS is strategically working towards creation of 100 percent accessibility by actively seeking backlog processing support to address the balance of the existing backlog. In addition, GHS has instituted as policy the basic processing of newly acquired materials at the time of accession to ensure no new backlog is created. The GHS Library and Archives is open to the public for research Wednesday through Friday, noon to 5 p.m. and two Saturdays a month from 10 a.m. to 5 p.m. With the exception of materials restricted due to fragility or for privacy reasons, all materials are available to on-site researchers. For security and statistical purposes, researchers are required to sign a visitor's log, complete a Patron Registration form, and present a valid government issued ID in order to be given access to the collections. Collection materials may be reproduced by photocopier, digital camera, or scanner depending on condition, copyright, and format. In addition to on-site research assistance, GHS offers off-site services for those who cannot come to the Library and Archives.

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Project Goals

GHS's strategic plan directs staff to work towards creation of increased, enhanced online access to the Society's unique collections as a means of broadening the institution's reach and relevance among scholarly researchers and diverse general audiences. Recognizing that the materials in the GHS Library and Archives collection are only as useful as they are accessible, in 2006 GHS launched *Expanding Audiences for History: Access for a New Century*, a multi-phase technology plan developed to achieve the aforementioned strategic directive by improving and streamlining library services and creating unprecedented access to GHS's unique collections and wide-ranging educational offerings. GHS's ultimate goal is to make 100 percent of GHS holdings searchable online in efforts to maintain relevancy among modern research audiences as well as position the institution to begin working towards the digitization of materials with demonstrated demand for access that are of high research value.

In 2006, GHS received a federal grant awarded by the Institute of Museum and Library Services (IMLS) which supported the conversion of old, typewritten finding aids into a new DACS (*Describing Archives: A Content Standard*) compliant MS Word template and the creation of DACS compliant MARC21 catalog records for GHS's processed archival collections. In 2008, GHS received an NHPRC basic processing grant to support the creation of access to half of the collections previously hidden in the Society's decades' old archival backlog; this successfully completed project exceeded goals and resulted in over 830 cubic feet of historical materials being made open for research. In 2009, GHS received a second IMLS grant that supported the creation of online access to 100 percent of GHS's processed maps, portraits, and artifacts, including implementation of a searchable online image database for portraits and artifacts.

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An NHRPC Documenting Democracy grant will enable GHS to continue moving towards its ultimate goal of creating online researcher access to 100 percent of the Society's holdings by supporting the creation of online access to all GHS archival finding aids through a searchable database created and hosted by the Digital Library of Georgia (DLG). Currently, only 27 percent of GHS's finding aids are available online in EAD format on the GHS website. These existing EAD finding aids (546 of which were created during GHS's NHRPC funded basic processing project) are listed in alphabetical order with no searchable database. All other finding aids are only available in paper-based formats in GHS's Reading Room or as PDF or Microsoft Word files that may be sent via e-mail when specifically requested by a researcher. This project proposes to do a retrospective conversion of nearly 1,600 finding aids in various formats to EAD.

Prior to the start of the grant term, GHS staff will import into Archivists' Toolkit the existing 546 EAD finding aids that were created during GHS's NHRPC funded basic processing project and more than 80 other recently created EAD finding aids. These previously created EAD finding aids will be exported from Archivists' Toolkit into the proposed searchable online database to ensure researchers will benefit from enhanced search capabilities, but otherwise these records are not included in the proposed project's scope of work. EAD finding aids surpass the descriptive limits of MARC 21 records by accommodating for collection inventories that are too lengthy for catalog descriptions and laying the groundwork by creating a means to attach digital surrogates of archival materials to inventories. Through the creation of a searchable, online resource that offers access to EAD finding aids, GHS will move beyond archivist as gate-keeper to the collections and will empower researchers with virtual tools and knowledge to conduct more efficient research online, during on-site research trips, or when making off-site inquiries.

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Further, through *Essentials for Online Access and Education: EAD as Foundation*, GHS will begin fulfilling a longstanding programmatic goal of creating links between GHS collections and existing online educational resources and tools as a means of promoting research in primary sources among classroom teachers and students. This linking of EAD records to program resources will begin with *Today in Georgia History*, a new multi-media daily history initiative presented in partnership with GPB. *Today in Georgia History* has been designed to open the GHS archives and to educate Georgians about the diverse people, places, and events in our state's history using GPB Radio, GPB Television, and a newly created interdisciplinary, interactive project website targeting over 78,000 Georgia educators and their students (available at www.todayingeorgiahistory.org). Though the series is already in production, and many of the episodes will have already been broadcast prior to the proposed NHRPC grant term, the project website has been created as an enduring educational resource and will house audio/video files for each daily episode as well ancillary educator resources that bring together related daily topics in thematic curriculum units for use in the classroom. Once the proposed online database of searchable EAD finding has been developed, project staff will work to create links between this new search tool and *Today in Georgia History* online curriculum resources to help promote research using primary sources among students and classroom teachers. Further, GHS will work with the *New Georgia Encyclopedia* to create links to relevant articles and topics presented in this exceptional online resource.

Project Scope

As in many archival repositories across the country, GHS has been forced to grapple with how to continue to move forward in meeting organizational goals and objectives and provide exceptional service to its constituency all while working within the time and resource limitations

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of a small staff and a challenging fundraising environment. Significant funding cuts at the state level have affected GHS's staff size, necessitating the reduction of the number of days/hours GHS's Reading Room is open to the general public for research. Though not an ideal scenario, reducing Reading Room hours has allowed GHS's professional archivists to direct more time and attention to working on grant-funded priority projects that will result in the creation of online access to GHS holdings, an increasingly important institutional objective that will help to mitigate the impact reduced hours have on researchers.

Work Plan (Please see Attachment B for Project Timeline)

GHS proposes a two-year grant term to achieve the creation of EAD finding aids and a searchable online database of all GHS archival finding aids, which will enhance archivists' administrative control over collection descriptions and staff knowledge of collections, enable researchers to facilitate more comprehensive searches of materials both on and off-site, and poise the organization for the next step in sharing collections through digitization of archival materials of high research value.

GHS will work in partnership with the Digital Library of Georgia (DLG) to **create an online XTF (eXtensible Text Framework) database to provide online researcher access to all GHS archival finding aids.** DLG will host, test, and produce instances of the open-source digital resource access tool XTF and the database will include subject, title, and creator browsing; keyword, title, creator, and date searching; subject faceting; sorting of results by title, author, date, and reverse date, saving and emailing of search results, search term highlighting, hot-linking of index terms in finding aids, Google search optimization; Google analytics coding for statistical monitoring; and maintenance of GHS graphic identify through use of color

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schemes and logos provided by GHS. Nora Lewis, Project Director and GHS's Director of Library and Archives, will oversee this process.

In order to populate the database, GHS's Senior Archivist will engage in the following activities:

- ***Conversion of 115 legacy detailed descriptions to EAD finding aids*** - GHS's Senior Archivist will convert 62 legacy detailed descriptions in typewritten format and 53 finding aids in old, non-DACS compliant templates to EAD finding aids. This will include the complete transcription of 62 typewritten finding aids into Archivists' Toolkit and importing 53 finding aids into Archivists' Toolkit. Descriptive data will be exported from Archivists' Toolkit into MARC 21 catalog records and EAD finding aids. MARC records will be imported into OCLC and GHS's online public access catalog and EAD finding aids imported to the online XTF finding aids database. Based on production rates of previous projects, typewritten finding aids can be converted to *DACS* compliant, electronic format at a rate of 2.5 hours per average sized document. Lengthy and complex finding aids could exceed 60 hours of work per document (for example, the finding aid of Central of Georgia Railroad Records, 1835-1971, is 348 pages in typewritten format). Legacy finding aids already in electronic format take approximately 50 minutes on average to import and update in Archivists' Toolkit.
- ***Creation of EAD finding aids for approximately 1,479 detailed collection descriptions*** – During GHS's 2006 IMLS Museums for America project grant, the majority of GHS's legacy finding aids were updated to GHS's current, *DACS*-compliant finding and MARC record template. However, these collections still require the creation of EAD finding aids. During the grant term, GHS's Senior Archivist will convert approximately 968

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descriptions from MARC format to EAD using Archivist's Toolkit (AT). These represent smaller collections, typically one folder or less. Existing MARC records will be exported from OCLC into MARCxml, using the Library of Congress' MARCXML Toolkit, and imported into Archivists' Toolkit. Minimal clean-up of each record will be required and inventories will be added to each Archivists' Toolkit record. EAD finding aids will then be imported from Archivists' Toolkit to the online XTF finding aids database. Based on test conversions completed by the Senior Archivist, this work is expected to take approximately 30 minutes per record.

For efficiency and cost effectiveness, ***GHS will contract with a qualified vendor to convert approximately 511 of GHS's largest collection descriptions from MS Word format into EAD finding aids*** (the largest collection description is 149 pages). ByteManagers, recommended by the DLG, the University of Massachusetts, and the California Digital Library, will serve as the vendor for this component of the project. Microsoft Word versions of the approximately 511 finding aids will be submitted to the vendor for encoding. ByteManagers has the ability to use automated scripts to create EAD finding aids from MS Word files – a capability that GHS does not have in-house. Trying to duplicate this conversion by cutting and pasting large inventories from MS Word documents into Archivists' Toolkit would be an inefficient use of time and resources. The EAD finding aids will be imported into the online XTF finding aids database. GHS's Senior Archivist will oversee quality control of all final EAD finding aids and will import these descriptions into Archivists' Toolkit so that all collection descriptions will be managed in Archivists' Toolkit. *Please see Appendix C for an example of an EAD finding aid exported from Archivists' Toolkit.*

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Once the XTF database is populated with all finding aids, project staff will begin creating relevant links between existing online educational resources, including *Today in Georgia History* curriculum resources and *New Georgia Encyclopedia* articles as a means of promoting further study and research in primary sources held in the GHS collection.

Throughout the project, the Senior Archivist will be directed and managed by GHS's Director of Library and Archives. The Project Director will work in concert with Brandy Mai, GHS's Director of Communications, to coordinate project outreach and publicity as well as with GHS's Accountant and Grants Administrator to ensure programmatic and fiscal compliance and reporting in accordance with the NHPRC grant agreement.

GHS Accessioning and Processing Methodologies

Since 2008, GHS has embraced basic processing techniques to reduce its existing backlog and to refrain from adding to it. GHS instituted as policy basic, collection-level processing of all collections upon accession and in 2010 successfully completed an NHPRC basic processing project grant that helped reduce a decades-old backlog by over 500 cubic feet. GHS uses *DACS (Describing Archives: A Content Standard)* "Single-level Added Value" description because it incorporates the elements necessary for researchers to use the collections efficiently. Single-level Added Value descriptions combine eleven DACS elements that make-up GHS's descriptions, including: collection number; collection title; dates; extent; creator/collector name(s); name and location of repository; language of material; access restrictions; biographical information/administrative history; scope and content; and access points.

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GHS will continue to use basic processing as its preferred method as it is efficient, appropriate to staffing levels, and is generally well received by researchers. In July 2011, GHS purchased necessary hardware and implemented Archivists' Toolkit to more efficiently support archival accessioning, processing, and production of all access instruments, including EAD finding aids. All newly acquired collections continue to be processed at the basic level upon accession and GHS staff produces new EAD finding aids for each collection using Archivists' Toolkit. The work of converting old descriptions to EAD finding aids is progressing as time and resources allow. Detailed processing is currently being reserved for collections of the highest research value or those whose processing has been underwritten by donor(s) or specific project grants, which are regularly sought for high-demand, high-value collections.

Outreach Plan

GHS makes all MARC records for collections available in OCLC and its online public access catalog, thereby ensuring broad access to these resources. All EAD finding aids adhere to RLG Best Practice Guidelines for Encoded Archival Description and are supplied to ArchiveGrid. By partnering with the DLG as developer and host of the searchable database, EAD finding aids will be linked to a venerable and vast virtual research infrastructure. Based at the University of Georgia Libraries, the Digital Library of Georgia (DLG) is an initiative of GALILEO, Georgia's statewide virtual library that includes 2,000 institutional members, including colleges and universities, K – 12 schools, and public libraries.

To further expand the educational reach of GHS's collections, GHS project staff will add finding aid links to content appropriate entries in two significant online Georgia history resources: the *New Georgia Encyclopedia* and the *Today in Georgia History* project website. The

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New Georgia Encyclopedia (NGE) is Georgia's first state encyclopedia to be conceived and designed exclusively for publication on the Internet. It is an on-going project of the Georgia Humanities Council in partnership with the University of Georgia Press, the University System of Georgia/GALILEO, and the Office of the Governor. Links to GHS finding aids will be added to the 'Related Web Sites' sidebar of NGE articles for which GHS collections are related and appropriate. The NGE website is available at www.newgeorgiaencyclopedia.org.

Today in Georgia History is an exciting new educational project that focuses on a historical event or person associated with a particular day in Georgia history. Short segments air daily on Georgia Public Broadcasting (GPB) television and radio stations across the state, and are archived and available on the web. *Today in Georgia History's* web resource reaches students of all grade levels and covers all subject areas based on the content, and aligns with both state and national social studies curriculum and performance standards. Links to relevant GHS finding aids will be added to the 'Learn More' list of resources linked in the sidebar of each day in history. The *Today in Georgia History* website is available at www.todayingeorgiahistory.org.

GHS will employ every marketing vehicle to announce the availability of the new database for finding aids. These include articles and notices in GHS publications, such as the semi-annual newsmagazine *Georgia History Today*, the newsletter for Affiliate Chapters *Highlights*, and the *Georgia Historical Quarterly*. Press releases announcing the project and new resources will be sent to appropriate statewide and national professional publications and listservs as well as to GHS members and e-mail subscribers of GHS's website updates. A publicity postcard announcing the project will be created and mailed to nearly 9,000 addresses of members, donors, researchers, and others around the nation. Notifications of project milestones will be posted on the GHS Facebook page and Twitter feed as another vehicle for conveying

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availability of this new resource to individuals interested in studying Georgia and American history.

Grant Deliverables and Evaluation

The proposed project will result in the creation of 1,594 EAD finding aids and sharing of over 2,230 EAD finding aids for all GHS archival holdings through a newly developed searchable online database that will be hosted by the Digital Library of Georgia. By partnering with DLG to develop and host the online database, GHS has ensured the online database will be an enduring and sustainable resource. DLG will help to support long-term access to the database a part of its ongoing statewide digital library activities, with minimal annual maintenance fees incurred by GHS. This is the most effective and cost efficient solution for creation and on-going maintenance of the resource. DLG receives oversight by both the University of Georgia Libraries and the Office of Library Services for the Board of Regents, University System of Georgia. The Digital Library of Georgia has an ongoing commitment to support digital library collections associated with Georgia history and culture. Further, all EAD finding aids will likewise be provided to ArchiveGrid.

GHS will evaluate the impact and success of the project by tracking the number of unique users who access the database (Google Analytics) and will develop an online user survey designed to gain user feedback on the resource.

Project Personnel

GHS Project Staff (Please see Appendix D for Resumes)

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Nora Lewis (25%), Director of Library and Archives, will serve as Project Director and will be responsible for overall project management including supervision of the Senior Archivist, managing contracts with vendors and project partners, working with DLG on development of the searchable web database, linking finding aids to the *Today in Georgia History* website, working in cooperation with the GHS Communications Division on project outreach, and project evaluation and reporting. Ms. Lewis holds a master's degree in library and information science with a concentration in archival studies from the University of Pittsburgh. She has twelve years of experience in both library and archival settings and has direct experience in the successful management of federal and state funded projects. Ms. Lewis is responsible for oversight of all activities that relate to GHS's Library and Archives Division, including personnel and project management. She has proficiency of Archivists' Toolkit, EAD, DACS, cataloging, metadata standards, digitizing archival materials, and web applications.

Lynette Stoudt (28%) will be responsible for data transfers into Archivists' Toolkit, updating legacy finding aids, exporting MARC records and EAD finding aids from Archivists' Toolkit, quality control over outsourced work, and linking finding aids to *New Georgia Encyclopedia* articles. Ms. Stoudt holds a master's degree in library and information science with a concentration in archival studies from San Jose State University. She has extensive experience using DACS in all GHS descriptive tools and administers both the archival collections of GHS and those of the Savannah Jewish Archives housed at GHS. Ms. Stoudt has over twelve years of experience in arranging and describing archival collections at such institutions as Bancroft Library at the University of California, Berkeley, and as a consultant with History Associates Incorporated. She is skilled in managing grant funded projects,

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arranging and describing archival collections, encoding finding aids using EAD, creating MARC 21 catalog records, and in managing archival collections in Archivists' Toolkit.

Brandy Mai (2%) will work in concert with Nora Lewis to conduct project related outreach, including press releases, e-mail updates to GHS listservs, and design and placement of ads and project updates in GHS and external publications, such as the *Journal of American History* and the *Journal of Southern History*. Ms. Mai is a graduate of Northwestern State University in Louisiana and has nearly 15 years of journalism and marketing experience. Prior to joining GHS, she worked as a military journalist, marketing writer/editor, and federal contract investigator for the U.S. Office of Personnel Management.

Consultants

Based at the University of Georgia Libraries, the **Digital Library of Georgia (DLG)** is an initiative of GALILEO, Georgia's statewide virtual library that includes 2,000 institutional members, including colleges and universities, K – 12 schools, and public libraries. GALILEO has a sixteen-year track record of sustaining digital assets and programs and for eleven years DLG has served as a gateway to digital materials that relay Georgia's history and culture.

Sheila McAlister, Associate Director of the DLG, will oversee the development and implementation of the finding aid database. Prior to her arrival at the Digital Library in 2001, she served as the Electronic Access Coordinator for the Richard B. Russell Library for Political Research and Studies at the University of Georgia and was responsible for automating the archives' descriptive practices, processing electronic records, and coordinating its digital projects. A certified archivist, Ms. McAlister is active in both the Society of Georgia Archivists and the Society of American Archivists, serving as president in 2005 and currently as the Society's treasurer.

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ByteManagers, has a proven track record in large-scale data conversion, XML coding, EAD and TEI coding, and have developed strong ongoing relationships with numerous academic institutions, including the Digital Library of Georgia, the University of Massachusetts, and the California Digital Library.

Performance Objectives

The Georgia Historical Society will fulfill the following measurable performance objectives during the proposed grant term:

- 1) Conversion of 115 legacy detailed descriptions from typewritten and other outdated finding formats to Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 2) Conversion of approximately 968 *DACS* compliant MARC records (for small collections, one folder or less) from OCLC into Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 3) Creation of EAD finding aids for approximately 511 *DACS* compliant, detailed collection descriptions (for collections over one folder in size) by project vendor, ByteManagers. Finding aids will be uploaded into the searchable database and imported into Archivists' Toolkit to provide a complete inventory in Archivists' Toolkit of processed collections.
- 4) Creation of an XTF searchable database of all GHS archival finding aids.
- 5) Creation of GHS finding aid links to existing online educational resources, to include relevant articles in the *New Georgia Encyclopedia* and curriculum resources made available on the *Today in Georgia History* project website.

Administration of Federal Awards

The Georgia Historical Society (GHS) is an institution with a sterling reputation for fiscal stewardship. GHS's professional staff has successfully administered several federal grants awarded through a variety of federal agencies, including a past grant awarded by the NHPRC. GHS adheres to the standards for accrual based accounting and uses Quickbooks as its accounting software. An annual independent audit is conducted each year. GHS assigns all organizational expenses to their relevant cost centers and, when necessary, creates new cost centers to manage grant awards.

All federal project grants are assigned a descriptive name and unique grant number which must be included on every check request. This ensures that project expenses are charged back to the appropriate project/grant and allows for accurate transaction details to be pulled for each project. Project staff members submit all check requests to project directors who are responsible for checking the expense against grant budgets and coding them to the appropriate project. They are then submitted to the Chief Operating Officer for final review and approval, ultimately making their way to the accounting staff and into the accounting system where payment is issued. GHS employees complete bi-weekly timecards which are used to allocate wages across cost centers. Timecards represent actual hours spent working in a particular activity area. Directors in each division are responsible for reviewing and verifying hours reported by staff on their timecards which are then submitted to the staff accountant who is responsible for initiating payroll. All project expenses represented in grant budgets, whether agency requested funds or cost share, are managed the same way within the accounting system/software.

Prior to initiating a drawdown, every expense represented within the accounting system that is tagged to a particular grant is verified against the project budget, timecards, and hard-copy

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back-up by the Grants Administrator to ensure that expenses are eligible and allocable to the project. The Grants Administrator and Staff Accountant maintain a master excel tracking document where all eligible expenses are assigned to the appropriate budget category, line item, and column (grant funds vs. cost share). The Grants Administrator and Staff Accountant work together to verify expenses have been properly entered and that the overall totals on the tracking spreadsheet reconciles with the accounting system. The master tracking file is then reviewed and approved by the Chief Operating Officer prior to the preparation and submission of drawdown requests which are ultimately submitted by the Staff Accountant.

Leanda Rix is GHS's Grants Administrator. She has over 10 years of experience in securing and administering both public sector and private grants, including funds awarded through the NEH, IMLS, and NHPRC among a variety of other federal departments. Her background includes research, policy analysis, program development and evaluation, community affairs, and the delivery of technical assistance in the administration of federal grants to non-profit organizations.

Karen Dietz is GHS's Staff Accountant. She holds a Bachelor of Science degree in Accounting from the University of Florida and a Masters of Business Administration from Georgia Southern University. Ms. Dietz has over 15 years of both public and private accounting experience.

Laura Garcia-Culler is GHS's Executive Vice President and Chief Operating Officer. She is a graduate of the University of Virginia and has nearly 20 years of local, state, and national nonprofit management experience.

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Project Purpose and Goals

The Georgia Historical Society's (GHS) strategic plan directs staff to work towards creation of increased, enhanced online access to the Society's unique collections as a means of broadening the institution's reach and relevance among scholarly researchers and diverse general audiences. Recognizing that the materials in the GHS Library and Archives collection are only as useful as they are accessible, GHS is moving towards a strategic goal of making 100 percent of GHS holdings searchable online in efforts to maintain relevancy among modern researcher audiences. Currently, only 27 percent of GHS's finding aids are available online in EAD format on the GHS website. These existing EAD finding aids are listed in alphabetical order with no searchable database. All other finding aids are only available in paper-based formats in GHS's Reading Room or as PDF or Microsoft Word files that may be sent via e-mail when specifically requested by a researcher.

GHS's *Essentials for Online Access and Education: EAD as Foundation* project will focus on the creation of nearly 1,600 encoded archival description (EAD) finding aids and the development of a searchable, online database of EAD finding aids for all GHS archival collections. Creation of a publically available, searchable database of EAD finding aids will enhance GHS archivists' administrative control over collection descriptions, enable researchers to facilitate more comprehensive searches of materials both on and off-site, and poise the organization for the next step in sharing collections through digitization of archival materials of high research value. Further, grant support will enable GHS to further promote exploration of primary sources through the creation of links between EAD finding aids and existing online educational resources.

Performance Objectives and Work Plan

Project Summary

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During the proposed two-year project period, GHS's Senior Archivist and Director of Library and Archives will work in concert with qualified vendors and project partners to achieve the following performance objectives:

- 1) In partnership with the Digital Library of Georgia, creation of an online XTF (eXtensible Text Framework) database to provide online researcher access to all GHS finding aids.
- 2) Conversion of 115 legacy detailed descriptions from typewritten and other outdated finding formats to Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 3) Conversion of approximately 968 *DACS* compliant MARC records from OCLC into Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 4) Creation of EAD finding aids for approximately 511 *DACS* compliant, detailed collection descriptions by project vendor, ByteManagers. Finding aids will be uploaded into the searchable database and imported into Archivists' Toolkit to provide a complete inventory in Archivists' Toolkit of processed collections.
- 5) Creation of GHS finding aid links to existing online educational resources, to include relevant articles in the *New Georgia Encyclopedia* and curriculum resources made available on the *Today in Georgia History* project website.

Methods

In 2008, GHS instituted as policy basic, collection-level processing of all collections upon accession. Detailed processing is currently being reserved for collections of the highest research value and/or for those whose processing has been underwritten by donor(s) or specific project grants, which are regularly sought for high-demand, high-value collections. GHS uses

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DACS (Describing Archives: A Content Standard) "Single-level Added Value" description because it incorporates the elements necessary for researchers to use the collections efficiently. In July 2011, GHS implemented Archivists' Toolkit to more efficiently support archival accessioning, processing, and production of all access instruments, including EAD finding aids. All EAD finding aids adhere to RLG Best Practice Guidelines for Encoded Archival Description are supplied to ArchiveGrid. GHS makes all MARC records for collections available in OCLC and in its online public access catalog.

Grant Products

The proposed project will result in the creation of 1,594 EAD finding aids and sharing of over 2,230 EAD finding aids for all GHS archival holdings through a newly developed searchable online database that will be hosted by the Digital Library of Georgia. By partnering with DLG to develop and host the online database, GHS has ensured the online database will be an enduring and sustainable resource. To further expand the educational reach of GHS's collections, GHS project staff will add finding aid links to content appropriate entries in two significant online Georgia history resources: the *New Georgia Encyclopedia* (available at www.newgeorgiaencyclopedia.org) and the *Today in Georgia History* project website (available at www.todayingeorgiahistory.org).

Key Personnel

Project Director

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Project Summary

Appendix A

LIST OF FINDING AIDS TO BE ENCODED

Note: Collection titles are abbreviated where necessary to fit within columns.

Descriptions to be Transcribed, Updated, and Encoded via Archivists Toolkit

Number of Finding Aids: 62

MS no	Title				
00082	Bradlee, Caleb Davis papers, 1878-1886.	00777	Stuart, John papers, 1761-1787.	01582	Hardee, Pearson collection of Cosmos P. Richardsone
00118	Callaway papers, 1860-1917.	00825	Volk, Augustin passport, 1833.	01608	biographical information and medical notes, 1801-1937.
00133	Charlton family papers, 1811-1936.	00958	Poem, anonymous, 1837.	01653	Sheilds, Joe Dunbar letters, 1861-1863.
00150	Clarke family letter, prior to 1799.	00959	Charters, William Morris letter, undated.	01664	Fling, Hallie L. papers, circa 1750-1998.
00218	Dore de Nion, Antoine Lin Georges passport, 1795.	00999	Head, Franklin Harvey letter, undated.	01665	Box, Philip M. papers, 1849-1891.
00235	Erichsen, Walter J. papers, 1909-1949.	01086	White, Mary letter, 1844.	01666	Pinder family papers, 1886.
00301	Georgia Infirmary records, 1833-1973.	01107	Rankin, Samuel and James promissory note, 1799.	02066	Cheaves family papers, 1944-1953.
00319	Gosling, Charlotte M. letter, undated.	01116	Pratt, Enos letter, 1805.		Osteen, Thomas T. collection of Bryan County (Ga.) land
00348	Habick, John letter, 1808.	01119	Walter, James subpoena, 1742.	02073	records, 1816-1900.
00384	Henry, Robert R. papers, 1830-1833.	01318	Letter from Carrie regarding a shipwreck, undated.	02086	Veterans Council of Chatham County records, 1966-1980.
00432	Johnson, Thomas papers, 1779-1815.	01333	Unidentified scrapbooks, 1873-1877.	02125	Woods family papers, 1798-1911.
00550	Matlock, Timothy papers, 1779-1781.	01336	Anonymous poem, undated.	02127	Jarrott family papers, 1634-1999.
00577	Morrison, James papers, 1808-1818.	01362	Central of Georgia Railway records, 1835-1971.	02157	Low, Juliette Gordon letter, 1923.
	Noel, Joseph statement regarding service in Infanterie	01363	Bergen, Cletus W. and William P. architectural drawings	02162	Shaver, Esther and Edwin papers, 1818-1899.
00589	Legere, Legion de Saint Domingue, 1803.	01389	and related records, 1907-1975.	02168	Quattlebaum, Julian collection, 1908-1982.
00623	Polk, Leonidas telegram, 1861.	01391	Brownfield papers, 1735-1740.	02186	Smith-Buckley family papers, 1935-1944.
00627	Postell, DuPre poem, 1878.	01398	Ayers, Silas and Mary Byram papers, 1749-1826.	02204	Milledge, John letter, 1803.
00642	Quackenbush, Sarah E. letter, 1864.	01406	Hart, Oliver sermon, 1778.	02219	Tybee Island lighthouse certificates, 1769.
00651	Reid lectures, undated.		Stokes, Anthony papers, 1784.		Hutchison and Dawson families correspondence, 1815-
	St. Paul's Episcopal Church (Savannah, Ga.) meeting	01461	League of Women Voters, Savannah-Chatham records,	02226	1897.
00676	minutes, 1891-1906.	01495	1948-1988.	02239	Kelley, Aplin letters, 1864.
00727	Shelby, Isaac letter, 1809.	01499	Santa Domingo colony reports, 1828-1834.	02246	Ripoll, Joy B. collection of deeds, 1830-1868.
00743	Smith, Simeon bill of lading, 1773.	01576	Military Order of the World Wars records, 1932-1991.		
			Coastal Museum Association records, 1965-1997.		

Descriptions to be Updated and Encoded via Archivists Toolkit

Number of Finding Aids: 53

MS no	Title				
00705	Savannah Port Society records, 1843-1994.	01670	Westley Wallace (W.W.) Law speech, 1984.	02055	Pearre, Alexander papers, 1801.
00787	Tattnall-Jackson papers, 1755-1775.	01674	Butters, Jessie M. Hertz genealogical letters, 1978.	02058	Bennett, John deed and plat, ca. 1832-1835.
	United Daughters of the Confederacy - Savannah Chapter	01680	Story, Mary A. papers, 1933-1960.	02064	Miller family papers, 1817-1889.
	2, 1894-1977.	01701	Historic Augusta, Inc. Revolutionary and Early Republic	02080	Keiser, C. letter from Fort Hawkins, 1818.
01306	Mary Maclean Visiting Nurses Association records, 1914-62	01702	Manuscripts, 1770-1827.	02087	McLaws, Lafayette collection, 1837-1977.
01350	Georgia Historical Society collection of architectural		Demere family Bible, 1733.	02098	Vanderbilt, Cornelius receipts, 1822-1826.
01361-AR	drawings, 1822-1893.	01703	United States Constitution draft annotated by Abraham	02109	Tennille, Francis land grant, 1793.
01364	Hardee, Marie M. collection, 1841-1941.	01704	Baldwin, 1787.	02110	Emanuel, David proclamation, 1801.
01531	Land grant register, 1755-1757.	01705	Georgia Constitution, 1777.	02131	Cobb, J. letter to Sarah Adams, 1847.
01532	Commissions, 1754-1827.	01706	Bleckley, L.E. letter, 1893.	02140	Williams, Charles J. land grant, 1842.
01593	Kollock letters, 1799-1954.	01710	Elbert Ward deeds, 1821-1839.	02152	J. Houstoun, J. Habersham, and L. McIntosh letter, 1787.
01594	Land grants, 1821-1846.	02012	Georgia Medical Society records, 1821-1972.	02153	Sheffall, Moses letter, 1820.
01596	Inferior Court Trial Docket for People of Color, 1813-27.	02024	Garden Club of Savannah scrapbook, 1977-1978.	02163	Buckner, Eva Eleanor sewing instructions, 1904-1905.
01622	Hopton, Edward land grant, 1853.	02033	Collings, T. L. papers, 1910-1932.	02187	Schlatter, Charles L. letter, 1861.
01652	Jelks, Oliver and Howard Jelks diaries, 1917-1919.	02042	Solomons, Joseph W. letter, 1865.	02195	Sutton, Algerren loyalty oath, 1865.
01655	Treatise on marine and naval architecture, 1853.	02048	Smith, Margaret Gruver diploma and photograph, 1906.	02217	Daily, Robert Patrick certificate, 1932.
01656	Moore, Willis L. storm warning message, 1896.	02049	Screven, Frank B. letter, 1889.	02228	Eatonton Academy rules of conduct, 1890.
01660	Smith and McRae families papers, 1837-1858.	02051	Wetter, Augustus P. loan document, 1873.	02240	Port of Savannah (Ga.) waterfront pass, 1918.
01662	McLaren, Malcolm letter, 1853.	02054	Phoenix Assurance Company Limited records, 1808-1975.		
			Thompson, William papers, 1788-1789.		

Finding Aids to be Encoded via Archivists Toolkit Using Existing MARC Records

Number of Finding Aids: 968 (extent is 1 folder or smaller)

MS no	Title				
00001	Adams, Richard J. letters and receipt, 1853-1878.	00062	Johnson, Sallie Didd Beck commonplace book, 1860-1881.	00113	Burrell, John M. scrapbook, 1873-1876.
00003	Allen, Harriet letter, 1831.	00063	Beckom, Samuel land grants and plats, 1793.	00115	Butler, D. E., military rail pass, 1865.
00004	Allen, William C. letters, 1859-1862.	00065	Behn, George Washington daybook, 1842-1843.	00117	Hall, John petition and William James Calais..., 1791-1863.
00005	U.S. v. American Naval Stores Company..., 1909-1914.	00069	Berry, Martha letter, 1921.	00119	Lawrence, A. A. collection on Archibald Campbell, 1778.
00008	Anderson, Robert Houstoun letter, 1864.	00070	Bethel Methodist Episcopal Church register, 1836-1927.	00120	Campbell, Macartan slaves list, ca. 1793.
00009	Andrews, Garnett letters, 1852-1869.	00072	Blake, Daniel financial records, 1733-1826.	00121	Campbell, Sarah letter, 1782.
00010	Expedition diary, 1767.	00074	Steiner, Christian and Dorothea deed, between 1760-1769.	00122	Carr, T. W. letter and autographs, 1857-1882.
00012	Account of James Martin Gibbons journey, 1784.	00075	Bond, Samuel Miller marine protests, 1813-1826.	00124	Casey, Henry Rozier scrapbook, 1860-1883.
00013	Penuel Bowen inaugural dissertation, 1786.	00076	Boothe, John land grant and plat, 1833.	00126	E. D. Cooke and Co. (Augusta, Ga.) receipt, 1826.
00014	Observations on the right of British grants..., circa 1803.	00077	Ellis, Henry instructions, 1759.	00127	Chambers, Lenoir speech, 1961.
00015	Letter concerning Jess Bolland, 1862.	00078	Bouknight, Lula letter, 1870.	00128	Champion, Sarah Ann Chadbourne family letters, ca. 1830-1838.
00016	S.I.W.S. poem to a Civil War soldier, 1863.	00079	Bourquin, Henry, daybook, 1810-1812.	00129	Chandler, Joseph R. letter, 1850.
00022	Letter to a Union Civil War soldier, ca. 1861-1865.	00080	Box, Philip receipts and letter book, 1800-1820.	00130	Dunning, Sheldon C. letter, 1813.
00024	Back Settler advertisement, ca. 1775.	00084	Brannen, Solomon land grant and plat, 1837.	00131	Charlton, Robert Milledge letter, between 1807 and 1854.
00026	Arnold, James B. deeds, 1834-1838.	00086	Brantly, George W.A. loyalty oath, 1865.	00135	Chatham County (Ga.) Board of Com. records, 1889-1898.
00027	Arnold, Richard Dennis papers, 1832-1855.	00087	Brett, Henry land grant and plat, 1843.	00136	Georgia Militia, Chatham County military record, 1790.
00029	Atchinson, Winifred land grant and plat, 1827-1830.	00088	Brewer, Robert land grant, 1833.	00138	Georgia Superior Court, Chatham County letter, 1895.
00030	Atkins family letters, 1839-1862.	00089	Intl Union of Bricklayers and Allied Craftsmen..., 1905-11.	00139	Chatham County Superior Court records, 1783.
00031	Lang, Isaac receipt, 1823.	00090	Brigham and Kelly (Savannah, Ga.) receipt, 1848.	00142	Chatham Hunt Club minute book, 1906-1909.
00034	Avant, William R. letter, 1865.	00091	Brinton, John land grants, 1794.	00143	Chekills speech, 1735.
00037	Bacon, Jonathan account, 1822.	00092	Correspondence concerning Douglas sailors, 1844.	00145	Chesnut and O'Neill letter book, 1904-1905.
00039	Baillie, Christopher deed, land grant, and plat, 1793-1802.	00093	Brooks, Jacob R. Cherokee language lexicon, 1840-1848.	00146	Christie, Luke papers, 1831-1887.
00040	Baillie, George letters, 1787-1789.	00095	Brown, Nathan B. summons, 1874.	00148	Clark, George H. letter, 1859.
00041	Small and McNish (Savannah, Ga.) letter, 1812.	00096	Harvey, John and Frances deed, 1811.	00149	Clark, Thomas B. letter, 1844.
00042	Lives of the Baillies manuscript, 1872.	00097	Brownson, Nathan letter and bond, 1781-1785.	00151	Clay, Henry letter, 1822.
00043	Balch, Thomas letter, 1874.	00098	Bryan, Jonathan papers, 1775-1794.	00155	Clements, S. D. letter, 1863.
00044	L. Baldwin and Company (Savannah, Ga.) letter, 1842.	00099	Bryan, Joseph property records, 1801-1807.	00156	Cliffe, Walter military order, 1782.
00045	Nevins, Townsend and Company (N.Y.) stock quote, 1836.	00100	Georgia Militia, Chatham Regiment military order, 1806.	00157	Cobb, Howell permit, 1860.
00048	Barclay, Anthony narrative, 1871.	00101	Buffington, Moses letter, 1779.	00158	Cohan, James Rogers papers, 1955-1956.
00051	Bartow, Theodore B. speech, 1839.	00102	Bull, Eliza, John Bull and James Morrow papers, 1819-1869.	00159	Cohen, Solomon papers, 1841-1867.
00052	Finch, E.B. letter, 1875.	00103	Bulloch, Archibald papers, 1769-1777.	00160	Cohen and Fosdick papers, 1844-1851.
00053	Bassinger, William Starr letter, 1887.	00104	Gale, Washington letter, 1810.	00163	Cohens and Hertz letter, 1857.
00054	Bassett, Abner letter, 1827.	00105	Bulloch, James Dunwoody letter, 1854.	00164	Colomb, Pierre letter, 1779.
00057	Battle, Herbert B. speech, 1920.	00106	Bulloch, William Hunter account ledgers, 1837-1841.	00166	Constock, William S. papers, 1844-1850s.
00058	Baylor, Eugene W. list, envelope, and letterhead, 1861-1865.	00107	Buntz, Frederick deed, 1807.	00172	Constantine, Bernard indenture, 1861.
00059	Beale, William land grant and plat, 1811.	00108	Burke, Aedanus letter, 1781.	00173	Cooley, H. letter, 1830.
00060	Beatty, Charles J. papers, 1864-1867.	00109	Burke, Thomas Addison autograph album, 1777-1860.	00174	Cooper, Thomas letter, 1832.
00061	Beaumont, George essay, letters ..., ca. 1839.	00110	Burke County Militia returns, 1792.	00175	Copp, Daniel D. scrapbook, 1819-1855.
		00111	Harvie, Robert and William Russel bond, 1773.	00176	Corbett, Edmund Cumming papers, 1849-1864.

Supplementary Materials

Appendix A

00407 Hull, William papers, 1797-1814. 00759 Stevens, William Bacon papers, 1736-1849. 01233 Merchant account books, 1919-1921.
00408 Hunter, Anna Colquitt papers, 1943-1945. 00764 Stites, Richard W. corresp. and other material, 1809-1828. 01235 Leverett, Frank ledgers and daybook, 1874-1879.
00414 Ind. Order of Odd Fellows Grand Lod. of GA letter books, 1902-03 00764 Strong, L. acct books, cashbooks, and daybooks, 1871-1902. 01237 Webster, James R. daybooks, 1876-1879.
00418 Irwin, Thomas B. correspondence, 1889-1912. 00789 Tefft, Israel Keech papers, 1815-1861. 01239 Grocer account books, 1902-1910.
00420 Jackson, Henry Rootes papers, 1848-1890. 00790 Telfair, Alexander papers, 1765-1832. 01240 Cutts, E. bus. records and Alee Temple Shrine records, 1891-1904.
00422 Jackson, James papers, 1781-1796. 00791 Telfair, Edward papers, 1774-1807. 01248 Nelson, Richard Marvin scrapbooks, 1929-1951.
00430 Johnson, John papers, 1770-1792. 00792 Telfair, Mary papers, 1790-1875. 01250 Works Progress Administration Dist. 8 scrapbook..., 1940-1941.
00433 Johnson, Edith Duncan papers, 1881-1962. 00795 Tennille, Francis land grants and plats, 1793. 01251 Scarlett family bible, photo. albums, and scrapbooks, 1880-1969.
00438 Jones, Charles Colcock, Jr. letters, 1868-1893. 00801 Titzell, Josiah coll. on Savannah and GA history, 1817-1945. 01253 Comer, Hugh Moss Festschriften and scrapbook, 1882-1900.
00440 Jones family papers, 1723-1936. 00803 Tomkins, Ivan Rexford papers, 1911-1966. 01254 German manuscripts on medicine and freemasonry, 1795-1812.
00443 Jones, Roger papers, 1849-1860. 00804 Toombs, Robert A. letters, petitions, and writs, 1834-1871. 01255 Lawton, Hart and Company business records, 1868-1881.
00448 Jones, William papers, 1809-1839. 00805 Torlay, Francis Bartow papers, 1818-1939. 01256 Varner, Edward family papers, 1730-1965.
00452 Karow, Anna Belle scrapbook, 1899-ca. 1920. 00810 Twiggs, John papers, 1781-1812. 01261 McCormick, William A. correspondence, 1937-1944.
00453 Kate Baldwin Kindergarten Alumnae Assoc. papers, 1900-1943. 00835 War Camp Community Service Club records, 1918-1920. 01266 Ferrill, John Oliver letter book and account books, 1872-1882.
00456 Kell, John McIntosh papers, 1815-1891. 00846 Randolph, A. J. coll. on the Wayne, Stites..., 1753-1960. 01267 Huston, Stewart family papers, 1757-1942.
00460 Kin Mori Gold Mining Company records, 1832-1927. 00860 White, Joseph P. account book, 1868-1898. 01274 Bonner, John Wyatt collection of manuscripts, 1771-1965.
00463 King, Reuben papers, 1800-1861. 00863 Hopkins family coll. of Whitehall Plantation recs., 1759-1903. 01275 Waring, Joseph Frederick II papers, 1821-1972.
00465 King and Wilder families papers, 1817-1946. 00866 Whitney, Eli letters and detail drawings, 1792-1890. 01276 Saussey family papers, 1830-1969.
00466 Knights of Pythias minutes and letter book, 1870-1926. 00868 Wilkins, Emma C. letters, photos., and clippings, 1877-1957. 01277 Wright, David McCord papers, 1812-1978.
00469 Kollock, Lemuel correspondence, 1793-1822. 00873 Wilson, Caroline Price genealogy papers, 1806-1936. 01278 Heyward, Maude collection on women's clubs, 1767-1939.
00470 Kollock family correspondence, 1801-1889. 00874 Wilson, Claudius Charles papers, 1852-1903. 01279 MacDonell family papers, 1891-1958.
00473 Ladies Memorial Association papers, 1867-1897. 00878 Woodbridge, Caroline Lamar papers, 1838-1867. 01280 Williamson, William Wayne papers, 1834-1930.
00474 La Far, Mabel Freeman papers, 1926-1946. 00882 Wray, Walter papers, 1871-1913. 01281 Palmer family papers, 1850-1972.
00486 Lebey, C. D. and J. T. Courtenay family papers, 1781-1877. 00884 Wright, James papers, 1772-1784. 01282 Telfair Hospital Alumnae Association papers, 1902-1978.
00488 Furman and Le Conte family papers, 1810-1896. 00885 Wyllly, Albert papers, 1901-1914. 01283 Bell, Muriel Barrow and Malcolm, Jr. collection, 1939-1980s.
00500 Louisa Porter Foundation papers, 1875-1975. 00887 Wyllly, Naomi S. coll. of Stanton family papers, 1757-1937. 01284 Archives des affaires etrangeres coll. on the siege of Savannah, 1779.
00501 Lovett, Caroline Lewis letters and address, 1921-1970. 00889 Young, Charles letters and legal documents, 1785-1811. 01286 Wilkes, Elizabeth Eloise papers, 1895-1917.
00502 Lovett, Howard Meriwether papers, 1848-1948. 00890 Young, Wyatt and Co. cashbooks and journal, 1855-1857. 01287 Waring, Antonio J. papers, 1893-1961.
00523 MacDonnell, G. and A. MacDonnell diaries, 1851-1905. 00906 Long, Francis T. coll. on Richard M. Johnston, 1838-1970. 01288 Meldrim family papers, 1809-1973.
00526 McIntosh, Lachlan papers, 1742-1799. 00908 Oglethorpe Sanitarium administrative records, 1900-1940. 01289 Whitmarsh Is. and Sav. (Ga.) meteorological records, 1849-1861.
00527 McIntosh, Lachlan papers, 1799-1812. 00909 Hitch, Robert Mark correspondence, 1894-1900. 01290 Manigault family plantation records, 1845-1876.
00531 Mackay family letters, 1828-1854. 00912 Collins family papers, 1852-1918. 01291 Lane, Mills IV typescript... and coll. of Civil War letters, 1861-1977.
00532 Mackenzie, William papers, 1843-1846. 00914 Sutlive, John Lafitteau papers, 1959-1971. 01292 R. J. Nunn Trust Fund min. book, corresp., and fin. recs, 1913-1979.
00535 Maclean, John H. papers on Eugene Talmadge, 1938-1942. 00916 Lee, William G. papers, 1891-1940. 01294 O'Byrne family papers, 1799-1926.
00538 McQueen, John deeds and letters, 1765-1807. 00917 Moore, Susannah Bolton bills and receipts, 1774-1802. 01295 Von der Leith family papers, 1908-1973.
00545 Martyn, Benjamin papers, 1741. 00926 Agnew, Cornelius Lea letters, 1875-1886. 01296 Stiles family papers, 1825-1919.
00552 Mercer, Johnny correspondence, 1955-1971. 00927 Cherokee Indians relocation papers, 1815-1838. 01297 Everet, Evelyn Clay collection on the Clay family, 1832-1961.
00553 Mercer family papers, 1848-1965. 00929 Bradley family papers, 1721-1775. 01298 Northen family papers, 1832-1944.
00560 Milledge family papers, 1742-1851. 00940 Solomon's Lodge (Savannah, Ga.) papers, 1756-1956. 01299 Wood, James Solomon and Raiford James Wood papers, 1794-1971.
00561 Mills, Charles G. manuscripts for publication, 1943-1952. 00945 Wolf family papers, 1850-1951 01303 Thorpe, Margaret Steiner collection of genealogies, 1936-1958.
00565 J. F. Minis and Company papers, 1901-1904. 00947 Coleman, J. C. corresp., deeds, and abst. of title, 1876-1906. 01304 Funk, Arthur Joseph papers, 1903-1975.
00574 Moreland family papers, 1847-1884. 00948 Kenan, Michael Johnston papers, 1836-1871. 01305 Fandy and Woods family papers, 1836-1940.
00579 Mulford, Daniel papers, 1803-1812. 00950 Boyd, Laura Johnson Broyles diaries, 1885-1904, 1913-1932. 01308 Dancy, Marmaduke H. and Dolores Boisleffulter papers, 1562-1970.
00587 Nicoll, Abimael Y. orderly books and letter books, 1792-1812. 00962 American Assoc. of University Women records, 1925-1996. 01320 Morrison, Mary Lane research materials, 1845-1978.
00591 O'Driscoll, W.C. business records, 1845-1878. 00966 Chatham Artillery records, 1786-1986. 01321 American Legion Chatham Post #36 records, 1917-1929.
00595 Oglethorpe, James Edward papers, 1730-1785. 00972 Falligant, Robert papers, 1848-1939. 01322 Georgia Lung Assoc., Southeast Branch admin. records, 1920-1977.
00597 Oglethorpe Monument Commission papers, 1906-1929. 00974 Cosmos Club (Savannah, Ga.) records, 1933-1998. 01326 Torrey family papers and Ossabay Island records, 1699-2007.
00598 His Majesty O'Keefe records, 1954. 00983 Madeira Club records, 1950-2006. 01330 Axson, Benjamin P. coll. of Axson family genealogies, 1907-1927.
00599 Olmstead, Charles Hart papers 00985 Shepherd and Hillhouse family papers, 1819-1959. 01331 Taisita (Schooner) logbook, 1870-1872.
00602 Owens and Thomas family papers, 1837-1954. 00989 Oliver G. Ricketson, Jr. typescript..., ca. 1950. 01341 Longstreet, Helen Dorth papers, 1904-1941.
00603 Paine, William Wissham papers, 1837-1882. 00994 Savannah Historical Research Assoc. records, 1934-1979. 01342 Hunter, Frank O'Driscoll papers, 1917-1982.
00604 Palmes family papers, 1811-1882. 01001 Coolidge family papers, 1873-1913. 01343 McDonough, James Vernon collection on William Jay, 1794-1834.
00605 Pape, Nina Anderson papers, 1857-1944. 01015 Savannah Music Club minute book and corresp., 1900-1904. 01348 Howard, Eugenia W. collection, 1699-1980.
00607 Parrish, Lydia Austin letters, 1947-1952. 01017 Stewart, Murray and Elizabeth Waring papers, ca. 1886-1924. 01353 Pape School administrative records, 1920-1969.
00608 Parsons, Edwin collection, 1759-1862. 01018 Waring, Charles E. and Elizabeth Waring papers, 1730-1975. 01355 Georgia Writers' Project, Sav. Unit research materials, 1739-1943.
00618 Pigman family papers, 1842-1948. 01021 Stovall, Pleasant Alexander papers, 1846-1974. 01356 Eisenman, Abram papers, 1952-1981.
00620 Pinder, Joseph William military records, 1813-1817. 01023 Craw, Edwin L. corresp., abstracts, and indentures, 1883. 01359 Hist. Amer. Engin. Record coll. on the Central of GA..., 1975-1976.
00633 Preston, Emma Caruthers letters, 1862-1879. 01060 Richmond, James S. coll. on Wymberley Tract, 1860-1950. 01360 Foltz Photography Studio photographs, 1899-1960.
00635 Preston, Willard religious lectures, 1840-1845. 01069 Hugins family papers, 1835-1866. 01361-CP Georgia Hist. Soc. collection of cased photographs, ca. 1840-1910.
00640 Pulaski, Casimir letters and baptismal certificate, 1738-1778. 01070 King, Julia letters and clippings, 1930-1935. 01361-PC Georgia Historical Society collection of postcards, 1900s.
00646 Randolph, Isaac land grants, 1793-1794. 01073 Holt family papers, 1877-1898. 01361-PH Georgia Hist. Soc. collection of photographs, ca. 1870-1960s.
00647 Rasberry, Thomas papers, 1758-1761. 01074 Germond, Gilbert Isaac plantation journal, 1855-1857. 01361-PR Georgia Hist. Soc. coll. of etchings, silhouettes..., 1800s-1900s.
00648 Read, Keith M. collection, 1770-1917. 01075 DAR, GA State Soc. Historic Spots Cte historical..., 1973. 01361-SG Georgia Hist. Soc. coll. of stereographs, ca. 1860-ca. 1920.
00649 Raveln, Thomas Porcher papers, 1769-1950. 01124 Gignilliat, T. H. and T. H. Gignilliat, Jr. papers, 1890-1956. 01361-SM Georgia Historical Society collection of sheet music
00653 Reid, William A. letters and Civil War scrapbook, 1846-1865. 01128 Intl Order of the King's Daughters and Sons..., 1897-1938. 01370 Mims, W. H. coll. of Central of GA drawings, 1889-1955.
00659 Richmond County (Ga.) judicial records, 1796-1864. 01139 Cubbedge, Beaufort Barnwell papers, 1917-1919. 01371 Heriot, Robert L. records, 1908-1986.
00660 Richmond County (Ga.) tax record, 1866. 01156 Bartow, Francis Stebbins papers, 1835-1861. 01374 Girard, Edward photographs, 1905-1952.
00680 Savannah Anti-Duelling Assoc. constit. and mins, 1827-1838. 01176 Chamblee, G. H. and J. C. Stipple coll. of deeds, 1769-1872. 01375 Wilson, William E. photos, photograph album..., 1883-1892.
00681 Savannah Cadets minute book and scrapbook, 1861-1911. 01192 Stephens, Robert G. Jr. rpts and press releases, 1963-1970. 01378 Kramer, Walter photograph collection, ca. 1890-1930.
00683 Savannah-Chatham Co. WW II Mem Assoc Cte recs, 1947-55. 01193 Bassett, Anna Stowell coll. on John Abbot, 1771-1938. 01379 Photographic Society of Amer. photograph album, ca. 1970s.
00686 Teasdale, W. coll. on Savannah Cotton Exchange, 1885-1930. 01196 McWalty, Dick coll. on the House Family..., 1772-1882. 01380 Tybee Island (Ga.) scrapbook, 1937.
00688 Savannah Festival Association admin. records, 1913-1923. 01197 Cohen, A. J. coll. on the Sorrel-Weed House, 1837-1942. 01381 Savannah Electric and Power Co. photo. albums, 1912-1926.
00689 Savannah Free School Society rules, minutes..., 1816-1874. 01198 Atkinson, Alexander Smith papers, 1834-1871. 01383 Oelschig, Augusta drawings and other material, 1953-1973.
00694 Savannah Kindergarten Club records, 1904-1940. 01199 Schroder family papers, 1888-1954. 01384 Hansen, Oscar M. architectural drawings, 1948.
00703 Savannah Polo Club mins, scrapbook..., 1924-1931. 01200 Coddington, John coll. on Walter C. Hartridge, 1939-1972. 01385 Artley Company architectural drawings, 1951-1977.
00707 Savannah Sand-Lime Brick Company records, 1905-1907. 01202 Bourquin family legal documents and notes, 1892-1928. 01387 Travis Abstracts index, ca. 1800s.
00708 Savannah (Steamship) records, 1819. 01203 Davis, Thomas land grants and plats, 1794. 01388 Hollingsworth, Leon S. coll. of genealogies, bet. 1940-1974.
00709 Steamship Savannah Replica Comm. records, 1961-1965. 01204 Comens, Robert land grants and plats, 1794. 01392 Leonardo, Andrea genealogical and hist. research, ca. 1950.
00710 Harris, R. coll. of Sav. Train. Sch. for the Blind..., 1930-31. 01205 Burroughs, Ole W. and Henrietta K. Burroughs papers, 1915-1956. 01393 Harris Neck Air Base (Ga.) histories, 1944-1945.
00711 Savannah Writers' Conference papers, 1938-1940. 01206 Battle and Adams family papers, 1861-1864. 01401 Couper, Ann and Mrs. R.J. Thiesen general. mat., 1775-1963.
00712 Save the Market Building Association records, 1953-1956. 01211 Chatham Nursing Home administrative records, 1967-1971. 01402 Palmer, William P. Civil War materials, 1861-1865.
00713 Sawyer family papers, 1858-1931. 01212 Georgia League of Historical Societies admin. records, 1967-1971. 01407 Bolzius, Johann Martin reports and diaries, 1733-1739.
00716 Screven, Richard Bedon papers, 1836-1867. 01213 McIntosh family papers, 1772-1943. 01408 Jackson, Ebenezer letter book, 1801-1820.
00719 Scudder family papers, 1853-1890. 01215 Poetry Society of Georgia records, 1923-1998. 01410 Congregation Mickve Israel minutes, 1852-1928.
00729 Silva family papers, 1907-1950. 01216 Morrison, Mary coll. on school integration in Sav. (Ga.), 1970-1971. 01414 Sheftall family collection, 1733-1827.
00744 Smith, Thomas Bolton papers, 1815-1844. 01220 William H. May and Co. ledgers, 1850-1860. 01415 Clark, Willene B. coll. of gelatin dry plate negs., 1898-1908.
00746 Sons of Confed. Vet. Francis Bartow Camp..., 1898-1912. 01222 Webster, Joseph W. ledger, letters, and documents, 1842-1859. 01421 Seckinger, Daniel Lamont papers, 1923-1964.
00750 Spalding family papers, 1772-1940. 01225 Alf Davis and Co. ledgers and cashbook, 1890-1896. 01425 Academy of Black Culture, Inc. records, 1968-1971.

Appendix A

01430	Lamar family scrapbook, circa 1882-1904.	01638	Jones I, George Fenwick family papers, 1855-1881.	02014	S. S. Juliette Low logbooks, 1944-1948.
01432	Keller, Susan H. coll. on William McWhir, ca. 1840-1851.	01641	Goette family tintypes, ca. 1860-1880.	02018	Dixie Engraving Company records, 1902-1976.
01441	Areo Service Corporation negatives, 1931-1934.	01645	Savannah Benevolent Association records, 1854-2008.	02019	Lawrence, Alexander Atkinson papers, 1915-1981.
01447	Y.W.C.A. of Savannah, Georgia records, 1903-1981.	01646	Fraser family papers, 1776-1889.	02021	Savannah Area Retired Officers Association records, 1955-1971.
01451	Barnsley family papers, 1829-1889.	01648	Kollock family papers, 1791-1904	02022	Naval stores collection, 1903-1974.
01460	McCullough, John legal, fin., and insur. papers, 1920-1932.	01650	Wednesday Morning Study Club records, 1932-2000.	02029	Soldiers' Social Service of Savannah scrapbooks, photos...1950-1963
01464	Mineral Bluff Indust. Sch. for Mtn. Girls recs., 1901-1917.	01651	Savannah Widows Society records, 1822-2001.	02032	Durden, Jacob and William Durden papers, 1841, 1969.
01478	Persse, Patricia coll. on Savannah Health Ctr, 1920s-1980s.	01658	Warlick, Roger K. papers, 1766-1998.	02034	Nicholson, Gunnar W. E. papers, 1945-1978.
01479	Barnes, Ruth papers, 1930-1966.	01659	Savannah Shipyard Co. records, 1940-1992.	02050	Germania Savings Bank ledgers, stock certificates..., 1891-1906.
01480	Lee, Clermont arch. drawings and negatives, 1940-1996.	01663	Buckley, Henry M. coll. on the Solomon family, 1907-1956.	02075	Lovelace and McClendon family papers, 1500s-1956.
01483	First Baptist Church of Savannah records, 1805-1975.	01666	Willett, Melissa family genealogy and photos., ca. 1861-1938.	02077	Gignilliat family papers, 1695-1981.
01489	Action Together records, 1981-1986.	01668	Buckley, Henry M. "Petty Girls" collection, 1934-1941.	02100	Lattimore family papers, 1842-1986.
01494	Archives nationales coll. on the Siege of Savannah, 1779.	01669	Sheppard, J. gel. dry plate negs. and photos., ca. 1890-1900.	02103	Park View Sanitarium minutes, photographs..., 1902-1940.
01500	Southern Claims Commission case files, 1871-1880.	01671	Armstrong-Cooper collection, 1842-1982.	02106	New Church of the New Jerusalem records, 1852-1973.
01502	Bertotto, Juan Carlos arch. drawings and photos., 1961-1991.	01672	Robertson, William H. coll. of maps, drawings..., 1896-1954.	02114	Savannah Municipal Airport (Ga.) records, 1924-1945.
01507	DAR Bonaventure Chap. scrapbooks and charter, 1925-1964.	01677	Kelly, V.E. papers, 1740-1972.	02117	Hyer, Ethel family papers, 1924-1980.
01509	Historic Savannah Foundation records, ca. 1993-1995.	01678	Rousakis, John P. papers, 1962-2001.	02120	Carswell family papers, 1861-1963.
01513	Estate of John Lambert records, 1786-1992.	01679	Gignilliat, Arthur M. coll. on Pineora (Ga.), 1900-1913.	02121	Hunt, Robert family papers, 1878-1940.
01518	Blanton, Suellen C. coll. on the Clopton family, 1837-1980.	01681	Lorene Townsend coll. on Sapelo Island (Ga.), 1823-1999.	02126	Silva, James S. family papers, 1888-1953.
01525	Glen, John account books, 1769-1809.	01682	Gunn Meyerhoff Shay architectural drawings, 1965-2003.	02129	Lane, Remer Y. oral histories and transcripts, 1976-1977.
01533	Thorsen, John K. photograph collection, ca. 1962-1965.	01684	Monroe, John and Gladys Monroe family papers, 1885-1948.	02136	Drew, Lionel collection on Henry Rootes Jackson, 1849-1915.
01535	Thompson and Dunklin families letters, bio..., 1857-1858.	01685	Strong family genealogical materials and photos., 1800-1983.	02137	Savannah Women's Federation (Ga.) records, 1913-1994.
01536	Duke Univ. Library coll. on Greene County, 1785-1900.	01686	Midtown Savannah photograph collection, ca. 1950s-1960s.	02138	Lewis, Bessie M. collection, 1849-1980.
01538	Duke Univ. Library coll. on Franklin County, 1790-1881.	01687	Aldrich, Ruth M. photograph collection, ca. 1900.	02139	Porter, Lillian Gray papers, 1902-1956.
01542	Morgan County (Ga.) marriage recs. and wills, 1806-1899.	01690	Norvell, Lois Dozier papers, 1917-1994.	02142	Corson, Eugene Rollin family papers, 1858-1948.
01548	Georgia Hist. Soc. coll. of WW II papers..., 1942-1945.	01692	Mims, W. Edwin photograph collection, 1886-1967.	02149	Anderson family papers, 1869-1923.
01550	Blount, George Adam papers, 1817-1917.	01694	Scardino, Albert papers, 1970-1977.	02161	Reddy, Marie Elizabeth and Anne Louise papers, 1916-1980.
01551	Final Revol. War Pension Payment Vouchers records, 1800s.	01695	Hildreth, Carleton and Harry Hervey papers, 1920s-1976.	02165	Adams, J. Pratt collection, 1959-1971.
01555	GA Militia Campaigns Claims Against Indians..., 1792-1827.	01696	Saint Catherine's Island property recs. and maps, 1784-1943.	02178	Fowlkes, Alida Harper papers, 1788-1984.
01559	Adams, Samuel Barnard papers, 1871-1923.	01699	Cheatham, Frank S., Jr., family papers, 1899-2008.	02179	Natl. Org. for Women, Savannah Chap. records, 1970-1984.
01560	Lawrence, Alexander A. legal docs. and photos., 1895-1897.	01706	Burke family papers, 1773-1874.	02183	Granberry, William coll. on Episcopal churches in GA, 1910-1954.
01565	Harris, Thaddeus Mason papers, 1830s-1841.	01707	Comstock, G. scrapbook of GA county courthouses, 1948-86.	02184	McTeer, Elizabeth collection, 1948-1958.
01566	History of St. Mary's and Camden County, 1950-1953.	01711	Myrick Index to Colonial Wills and Admin., 1759-1830.	02188	Armitage, George Lawrence letters and photograph, 1918-1919.
01569	Wilson, M. Edward photograph album, 1900.	01712	Chatham County Health Department death cards, 1803-1893.	02197	Atkinson, David S. papers, 1910s.
01572	Jackson, Jesse Frisbie family papers, 1898-1953.	01713	Georgia obituaries cards, 1764-1928.	02200	Bullard, Elizabeth Millar papers, 1796-1942.
01573	Billington and Weed family photographs, 1890-1903.	01716	Dubignon collection, 1442-1845, 1976.	02203	N. A. Hardee's Son & Co. records, 1877-1884.
01574	Strobhar, Behnken, and Clements family photos., 1888-1927.	01719	Bull Street Improvement Project records, 1897-2005.	02218	Phillips, Fanny letters, 1910.
01577	Gleason, Solomon diary, 1870-1876.	01722	Jack B. Humphries coll. of autograph albums, 1828-1899.	02227	Heineman, Frederick W. ledgers, 1831-1845.
01583	Williman, Joan B. notebooks, ca. 1930s-1940s.	01728	Chatham County (Ga.) estate records, 1777-1860.	02232	Morrell, William G. ledgers, 1890-1902.
01584	Carr, A. S. papers, 1901-1943.	01731	Greene County (Ga.) records, 1786-1861.	02233	Georgia Vegetable Growers Association scrapbook..., 1934-1941.
01588	Wilson, Mary Faith collection, 1816-1994.	01737	US Circuit Court for the Dist. of GA minutes..., 1790-1860.	02235	Comer, Hugh Moss family papers, 1879-1934.
01590	Hopkins, Matthew gelatin dry plate negatives, ca. 1889-1900.	01738	Board of Trade and Secretaries of State..., 1732-1781.	02242	Wright family papers, 1804-1980s.
01595	Rotary Club of Savannah records, 1914-1992.	01739	Index Books and Minutes and Bench Dockets for the...	04000	Georgia records, 1735-1822.
01597	Johnston, G. Ed. Papers, 1890-1940s.	01743	Chatham County City of Savannah tax records, 1887-1901.	04003	GA Confed. Pension Records pension application index, 1879-1960
01598	Trinity Meth. Episcop. Church, South registers, 1888-1948.	01744	Port of Savannah index to naturalization records, 1794-1910.	04005	GA Confed. Pension Records Confed. soldiers index, 1930-1980.
01604	Lovell, Mrs. W.S. coll. of genealogical materials, 1741-1912.	01749	Stroup, Beatrice papers, 1883-2005.	05136	Columbia County (Ga.) marriage records, 1787-1935.
01605	U.S. District Court naturalization records, 1790-1989.	01764	Benton, Iva Roach photograph and letter, circa 1895-1920.	05195	McIntosh, Madison, and Macon counties tax records, 1825-1862.
01609	Family Bible records, 1639-1905.	01768	Elise White Heald coll. of Stiles family papers, 1758-1857.	05600	City of Savannah (Ga.) records, 1817-1912.
01615	First Presbyterian Church minutes and history, 1853-1977.	01787	Habersham family papers, 1712-1842.	05900	United States military posts returns, 1824-1850.
01617	Episcopal Diocese of Georgia records, 1873-2000.	01984	Hughes, William letters, 1815-1849.	05917	Lists of passengers arriving at misc. ports on the Atlan..., 1820-1873.
01620	Boshyshell, Caroline coll. on William D. Dixon, 1860-1974.	01999	Dennard, Hugh L. pardon and loyalty oath, 1865-1867.	05918	Papers of the Continental Congress, Georgia State papers
01621	Coastal GA Arch. Soc. coll. on the Irene Mound, 1936-1940.	02000	Girl Scout Council of Savannah (Ga.) papers, 1921-1969.	05930	Passenger Lists of Vessels Arriving at Savannah (Ga.), 1906-1945.
01628	Coastal Scottish Heritage Society records, 1979-1997.	02003	Lane, Mills Bee I papers, 1857-1970.	06002	Nassau (Bahamas) wills, deeds, and records, 1700-1845.
01629	Asbury Memorial United Meth. Church records, 1909-1994.	02010	Coburn, William S. and Zoe L. Coburn papers, 1618-1973.	06015	British Public Records Office coll. of GA colonial laws..., 1773-1781.
01630	Lominack, T. Jerry architectural drawings, 1983-1987.	02011	Altrusa Club of Savannah (Ga.) records, 1938-2002.	06139	British Public Records Office coll. of SC records, 1663-1775.
01634	Hicks, Charles and Polly Ann Banks papers, 1894-1996.	02013	S. S. Florence Martus logbooks, 1943-1946.		

Appendix B
Essentials for Online Access and Education:
EAD as Foundation

Project Timeline	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	
EAD Finding Aid Creation																									
Senior Archivist Converts 115 legacy finding aids to EAD																									
ByteManagers converts 511 descriptions to EAD																									
Senior Archivist Quality Control of ByteManagers records																									
Senior Archivist Creates EAD finding aids for 1,487 descriptions																									
Project Director oversee quality control of records created by S.A.																									
XTF Database																									
DLG to create database																									
Project Director to work with DLG on design, function, etc.																									
Test Launch of database/feedback solicited/adjustments made																									
Linking EAD records to Educational Resources Online																									
Senior Archivist to create links to NGE																									
Project Director to create links to TIGH																									
Publicity/Marketing/Dissemination																									
Press Release sent via listservs, to media outlets, etc.																									
Announcements/Ads in GHQ, GHT, Highlights, etc.																									
Survey Prompt Sent via Constant Contact																									
Launch Card Design/Printing/Mailing																									
Ad Copy Creation/Submission to Various Publications																									
Project Reporting																									
Project Director creates/implements online user survey																									
NHRPC Interim Narrative Report																									
NHRPC Narrative/Financial Report																									
NHRPC Interim Narrative Report																									
NHRPC Narrative/Financial Report																									
Draw downs to be completed on a quarterly basis																									

Color Code Index

GHS HR, Publicity/Outreach/Administration Activities	
GHS Project Activities	
Vendor Activity	
Quality Control/Evaluation/Reporting Activities	

EXAMPLE OF EAD FINDING AID EXPORTED FROM ARCHIVISTS TOOLKIT

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Princeton and became a merchant in Savannah, first with his brother James, and later with his cousin, Joseph
Clay. At the outbreak of the American Revolution, he was a member of the Council of Safety, and took part in
some of the actions of the "Liberty Boys." It was he who, with a selected party, arrested Governor Sir James Wright
in 1776. He was commissioned by the Council of Safety as a Major of a battalion with the 1st Georgia Regiment,
Continental Line 1776 and rose to the rank of Colonel. He resigned his commission in 1778. He was a delegate to
the Continental Congress, 1785-1786, Mayor of Savannah, 1792, and Post Master General of the United States,
appointed by President George Washington in 1795.</p>
    </bioghist>
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    <userrestrict id="ref4"><head>Publication rights</head>
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Abraham Baldwin papers, University of Georgia.</p></originalsloc>
<acqinfo id="ref8"><head>Acquisition information</head><p>Gift of William Neyle Habersham, 1896 (Item
5); Margaret McLaughlin, 1969 (Items 2,4,6); Calvin Smith, 1970 (Item 7).</p></acqinfo>
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<scopecontent id="ref14"><head>Scope and content note</head>
<p>This collection consists of an account book and personal letters. The account book is most likely that of
Joseph Clay or James Habersham, Jr., as Joseph Habersham was in England, 1768-1771 and the book is dated 1769
and 1780. The letters are to Joseph Habersham's wife, Isabella, stating he and Mr. Clay will arrive soon to move
the women, to Pierce Butler regarding the need to hand Butler over to the Sheriff, from John Habersham with
family news and the need to remove Mr. Lange from the Post Office, from Thomas Jefferson offering Habersham
the office of Treasurer of the U.S., and to Abraham Baldwin with his reasons for resigning as Postmaster General.
The collection also contains a photograph of a silhouette of Joseph Habersham.</p>
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<relatedmaterial id="ref13"><head>Related collections</head>
<p>Philip Box papers, MS 80</p><p>Colonial Dames of America, Georgia Society Historical collection,
MS 965</p><p>Marmaduke Hamilton and Dolores Boisfeuillet Floyd papers, MS 1308</p><p>John Habersham
letters, MS 338</p><p>Lachlan McIntosh papers, MS 526</p><p>Milledge Family papers, MS 560</p><p>John
Young Noel papers, MS 588</p><p>Edwin Parsons collection, MS 608</p><p>Savannah Historical Research
Association records, MS 994</p><p>Wayne-Stites-Anderson papers, MS 846</p>
</relatedmaterial>
<controlaccess><persname source="naf">Clay, Joseph, 1741-1804.</persname>
<persname rules="dacs">Habersham, John, 1754-1799.</persname>
<persname source="naf">Jefferson, Thomas, 1743-1826.</persname>
<genreform source="aat">Account books.</genreform>
<geogname source="lcsht">Georgia--Politics and government--1775-1865.</geogname>
<genreform source="aat">Letters (correspondence)</genreform>
<geogname source="lcsht">United States--History--Revolution, 1775-1783.</geogname>
<geogname source="lcsht">United States--Politics and government--1775-1783.</geogname>
<geogname source="lcsht">United States--Politics and government--1783-
1809.</geogname></controlaccess>
<dsc>
<c id="ref18" level="item">
<did><unittitle>Item 1: Account book.</unittitle><unitdate>1769, 1780</unitdate></did>
<scopecontent id="ref19"><p>Probably that of Joseph Clay or James Habersham, Jr., as their names
appear also in the book and Joseph Habersham was in England from 1768-1771. In addition to the accounts of
1769 and 1780, there are legal papers of Joseph Clay and Joseph Habersham, a household list, a list of African
Americans for hire, etc.</p></scopecontent>
</c>
<c id="ref20" level="item">
<did><unittitle>Item 2: Joseph Habersham letter to his wife Bella (Isabella),
Virginia.</unittitle><unitdate>1780</unitdate></did>
<scopecontent id="ref21"><p>Says he does not want her and Mrs. Clay to leave Camden; he and Mr.
Clay will move them as soon as possible. 2 pages. ALS.</p></scopecontent>

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</c>
<c id="ref23" level="item">
  <did><unittitle>Item 3: Joseph Habersham letter to Pierce Butler,
Savannah.</unittitle><unitdate>1795</unitdate></did>
  <scopecontent id="ref24"><p>Says he will have to surrender Butler to the sheriff because of two
executions against him. Retained copy; file note gives date of letter. 1 page. ALS.</p></scopecontent>
</c>
<c id="ref25" level="item">
  <did><unittitle>Item 4: John Habersham letter to Joseph Habersham,
Savannah.</unittitle><unitdate>1796</unitdate></did>
  <scopecontent id="ref26"><p>News of family and friends. 4 pages. ALS.</p></scopecontent>
</c>
<c id="ref27" level="item">
  <did><unittitle>Item 5: John Habersham letter to Joseph Habersham,
Savannah.</unittitle><unitdate>1799</unitdate></did>
  <scopecontent id="ref28"><p>Says he (Joseph) was correct in removing Mr. Lange from Post Office;
mentions several persons; good prospects for crop. 2 pages. ALS.</p></scopecontent>
</c>
<c id="ref29" level="item">
  <did><unittitle>Item 6: Thomas Jefferson letter to Joseph Habersham,
Monticello.</unittitle><unitdate>1801</unitdate></did>
  <scopecontent id="ref30"><p>Offers Habersham office of Treasurer of the U.S. Bears note of
presentation from Habersham's grandson, William Neyle Habersham, commenting on above offer from President
Jefferson. 1 page. ALS.</p></scopecontent>
</c>
<c id="ref32" level="item">
  <did><unittitle>Item 7: Joseph Habersham letter to Abraham
Baldwin.</unittitle><unitdate>1802</unitdate></did>
  <scopecontent id="ref33"><p>Gives his reasons for resigning as Postmaster General of the U.S.;
mentions death of his wife. 2 pages. Reproduction.</p></scopecontent>
</c>
<c id="ref34" level="item">
  <did><unittitle>Item 8: Photograph of a silhouette of Joseph
Habersham.</unittitle><unitdate>Undated</unitdate></did>
</c>
</dsc>
</archdesc>
</ead>

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The Office of Secretary of State

Brian P. Kemp
SECRETARY OF STATE

David W. Carmicheal
DIRECTOR
ARCHIVES AND HISTORY

September 30, 2011

National Historical Publications and Records Commission (NHPRC)
National Archives and Records Administration
700 Pennsylvania Avenue NW, Room 106
Washington, DC 20408-0001

To whom it may concern:

I am writing in support of the application of the Georgia Historical Society (GHS) to the National Historical Publications and Records Commission for funds to support a Documenting Democracy grant entitled *Essentials for Online Access and Education: EAD as Foundation*.

The Georgia Historical Society holds one of the country's premier collections of materials covering over 250 years of Georgia's history. Since 1839, GHS has played a major role in preserving collections about Georgia and sharing them. Increasingly, researchers expect online access to collections; and through this grant, the Society plans to increase significantly the availability of information about its rich collections. The Society's plan to create a searchable online database of EAD finding aids for all of its archival collections will make it much easier for researchers to plan their research before they visit and use their time onsite much more efficiently. The partnership with the Digital Library of Georgia will ensure that the database of descriptions will be easily found and will remain accessible.

For these reasons, I encourage the NHPRC to support the efforts of GHS to create their finding aids database.

Sincerely,

David Carmicheal
Director



The University of Georgia

Main Library, Science Library, Student Learning Center

October 5, 2011

W. Todd Groce, Ph.D.
 Georgia Historical Society
 501 Whitaker Street
 Savannah, GA 31404

Dear Dr. Groce:

The Digital Library of Georgia (DLG) is pleased to partner with the Georgia Historical Society to provide digital library services as a part of the proposed *Essentials for Online Access and Education: EAD as Foundation* project, submitted to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program.

Based at the University of Georgia Libraries, The Digital Library of Georgia is an initiative of GALILEO, Georgia's statewide virtual library. GALILEO has a thirteen year track record of sustaining digital assets and programs and for eight years DLG has served as a gateway to digital materials that relay Georgia's history and culture. The DLG connects users to a million digital objects in 200 collections from 60 institutions and 100 government agencies and continually seeks to grow through partnerships with libraries, archives, museums, government agencies, and allied organizations across the state of Georgia.

The Digital Library of Georgia looks forward to further cultivating the relationship that exists with the Georgia Historical Society by working together to develop a Web-based resource for searching encoded archival descriptions of GHS collections. It is our hope that this strategic partnership, supported by NHPRC project funds, will constitute the first step towards digitization and the creation of online access to GHS's impressive and vast library and archives collection that documents the history of our State and nation.

Sincerely,

P. Toby Graham, Ph.D.
 Deputy University Librarian
 Director, Digital Library of Georgia

Appendix E



DEPARTMENT OF HISTORY
THE UNIVERSITY OF TEXAS AT AUSTIN

1 University Station • B7000 • Austin, TX 78712-0220
Office: (512) 471-3261 • Fax: (512) 475-7222

September 22, 2011

W. Todd Groce, Ph.D.
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31405

Dear Dr. Groce:

I write in support of the Georgia Historical Society's (GHS) application to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program for the project entitled *Essentials for Online Access and Education: EAD as Foundation*.

As a scholar and author, I have conducted extensive research in the Georgia Historical Society's Library and Archives collection. The Society's holdings are brimming with unique information related to individuals, places, events, and movements that together compose significant chapters in the story of the American South. I was very pleased to hear that GHS is striving to create greater access to its archival resources by creating an online database of encoded archival descriptions for its collections. Such a step will enable off-site researchers to independently gather more information pertaining to topics of interest, thereby making their time conducting on-site research at GHS more productive.

I am looking forward to seeing you again on my next trip to Savannah. Until then, I wish you every success in your proposal to the NHPRC.

Sincerely,

A handwritten signature in cursive script that reads "Jacqueline Jones".

Jacqueline Jones
Mastin gentry White Professor of Southern History/
Walter Prescott Webb Chair in History and Ideas

September 30, 2011

Dr. Todd Groce, Ph.D.
President and CEO
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401

Dear Dr. Groce:

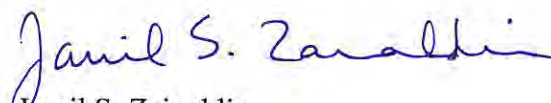
I write in support of the Georgia Historical Society's (GHS) application to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program for the project entitled *Essentials for Online Access and Education: EAD as Foundation*.

The GHS Library and Archives is home to a very significant body of materials for researchers who are doing work on topics in Georgia history and culture. As modern researchers increasingly search for information online, it is critical that GHS continue to move towards creating online access to its unique holdings. By working with the Digital Library of Georgia to create an online, searchable database of EAD finding aids for its archival collections, GHS will be opening virtual doors to scholars and researchers across the country, and around the world, to the historical records held within GHS's walls and it will be providing for increased interoperability between GHS's collections and other digital collections in our state.

Further, I commend GHS's efforts to create connections between its library and archival holdings and online educational resources. The proposed creation of links between GHS collections and relevant topics within the *New Georgia Encyclopedia (NGE)* will serve broad general audiences that turn to the *NGE* in search of information on an array of topics related to Georgia. Teachers and students will likewise be served through the creation of links to records detailing primary sources within the online curriculum resources and tools created for *Today in Georgia History*.

I wish you every success in your application.

Sincerely,


Jamil S. Zainaldin
President

Jamil S. Zainaldin
President

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